

GUIDANCE ASSOCIATE I, TERRELL CAMPUS

GENERAL STATEMENT:

Serves as an academic/career advisor in the Counseling Center.

REPORTS TO:

Provost, Terrell Campus

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree.

**LICENSE OR
CERTIFICATION:**

None

EXPERIENCE:

Minimum of two (2) years in an office environment. Experience in a community college preferred.

OTHER:

Knowledge of Microsoft Office and general computer skills.

DUTIES AND RESPONSIBILITIES:

- Serve as an advisor for academic transfer and occupational students (including interpreting TSI test scores and record maintenance as related to admission and registration).
- Assist in the administration of all testing requirements of students.
- Serve on college committees as assigned.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office or classroom environment.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 02/08/95

Revised: 8/29/13